

# VRIS UPDATE

## Client Background Screening Policy Effective January 2, 2014 Number 376

### SUMMARY OF UPDATES

The Client Background Screening policy has been changed to reflect a minor change with respect to conducting background screens for OJE and State OJT sites. Please note the importance of communicating to employers that the VR background screens are limited in scope and may not include all charges.

The OJE/OJT chapters have also been updated to reflect this change.

The Employee Roster Information form will no longer be used to set up OJE/OJT's. A separate form (OJE/OJT Information) should be completed for setting up OJE/OJT's .

### VRIS POSTING

The VRIS posting for [Client Background Screens](#) can be found under Program Manual, Case Services Index, General Client Services Policies.

The VRIS posting for [OJE](#) can be found under Program Manual, Case Services Index, Assessment Services/Planning, Assessment-Supports.

The VRIS posting for [OJT](#) can be found under Program Manual, Case Services Index, Planned Services.

### FORMS REVISED

The [VR Criminal Background Check Request](#) form has been revised and can be found under Case Service Forms, Release/Consent/Referral Forms. Please recycle old forms and begin using this form.

[OJE/OJT Information form](#) can be found under Case Service

Forms. **QE2 UPDATE**

none

### MONITORING REQUIREMENTS

none

## **TEAM COMMUNICATION**

Office Directors should review the revisions in your next team meeting.

## **LEADERSHIP CONTACT**

Jen Papproth  
(402)679-5437  
[jennifer.papproth@nebraska.gov](mailto:jennifer.papproth@nebraska.gov)

Cathy Callaway  
402.471.8663  
[cathy.callaway@nebraska.gov](mailto:cathy.callaway@nebraska.gov)